

# Challenges and Changes: Electronic Records Management

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# Electronic Records Policy Working Group (ERPWG)

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December 2004 Report & Recommendations

- ERM Toolkit
- RM Profile
- Federal Records Council

# ERPWG – ERM Toolkit

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- A NARA hosted/managed Internet portal
- To share ERM guidance tools Government-wide
- Identify and organize tools by:
  - Audience
  - Task/activity
  - Issue addressed
- Proof-of-concept in December 2005
  - Obtain agency feedback
  - Incentive for agencies to contribute tools



# ERPWG – RM Profile

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- ❑ Create a Records Management Profile in the Federal Enterprise Architecture
- ❑ Envisioned as a ‘framework’ integrating records management into agency work processes, enterprise architectures, and information systems
- ❑ A best practice that will continue to evolve



# ERPWG – Federal Records Council

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- A 27-member interagency committee to advise the Archivist and Federal agencies on records management, with special emphasis on the management of electronic records
- Members represent Federal records management officials, legal staff, information technology officials, information security and privacy experts, and web content managers
- Provides a mechanism for an ongoing support system in which agencies can share experiences, and work together and with NARA to identify strategies, best practices, and solutions to electronic records issues



# ERM eGov Overview

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- ❑ ‘Graduates’ this year
- ❑ Further IA2 products planned
- ❑ 5015.2 (v. 3) out for public comment
- ❑ Further enhancements to the NARA training program
- ❑ NARA/SMART MOU

# ERM eGov – Records Management Service Components

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- ❑ “Component” is a re-usable piece of software described by a specification and possessing an implementation
- ❑ Requirements definition completed in March
- ❑ Review and determine an acquisition strategy



# Records Management Initiative

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- E-systems Initiative
- Business Process Analysis Benchmarking





# RMI - Electronic Systems Initiative

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- ❑ High priority agencies identified
- ❑ More than 250 systems to be scheduled
- ❑ 31 systems appraised
- ❑ Advocacy to assist agencies
- ❑ Prepare for ERA



# RMI - Benchmarking

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- Goal: Identify exemplary practices for identifying recordkeeping requirements and ensuring the requirements are met in new IT systems design
- Exemplary practices will inform Business Process Analysis training for NARA staff



# **FRCPP – E-records Services**

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- ❑ NARA Team of experts planning and implementing e-records services
- ❑ Current ERS Pilots
  - electronic media storage
  - document scanning/conversion
  - e-Vital Records and COOP site
- ❑ Federal Record Center Program is updating their business systems to provide Agencies with additional capabilities and services.

# Other - Draft ISO Standard - PDF/A

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- ❑ PDF - Archive (PDF/A)
- ❑ File format that should allow records in PDF to be maintained longer as PDF
- ❑ ISO Standard will be used by software developers to develop applications that write, read and process PDF/A files
- ❑ Agencies would need to implement PDF/A applications in conjunction with records management policies and procedures
- ❑ Could be published as early as this summer

# Other - Web Harvest

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- Harvest conducted by Internet Archives for NARA between 10/14/04 and 11/19/04 from a list of **982 “.gov”** and **“.mil”** active, unrestricted federal web sites
- Approximately **6.5 terabytes** of information, roughly **75 million web pages** representing about **50,000 federal web sites**
- Active on 1/21/05:  
<http://www.webharvest.gov>

# Other - Addtn'l PKI Guidance

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- ❑ 2<sup>nd</sup> 'Drill-down' PKI guidance - for transactional records
- ❑ Based on needs established at focus group inputs in May of 2004
- ❑ Primary recommendation
  - Establishment of a 'trust documentation set'
  - Maintenance of trust documentation set as long as transaction record is kept

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RACO WEST 2005

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Thank You